

## **BUILDING MAINTENANCE SUPERINTENDENT**

**General Statement of Duties:** Directs and coordinates the maintenance, repair, remodel and construction of City building facilities and associated grounds; does related work as required.

**Distinguishing Features of the Class:** This position is responsible for coordination and implementation of facility maintenance and construction projects. Incumbent plans for long and short range needs and implements facility plans within approved budgets and schedules. Subordinate employees are involved in skilled trade work including construction, painting, electrical, heating, and cooling of City buildings. The work is performed under general supervision of the Director of Parks, Recreation and Public Property with incumbent exercising considerable latitude and independence to achieve division goals.

### **Areas of Accountability:**

1. Supervises Building Maintenance division personnel.
  - Plans and assigns work.
  - Supervises employees in accordance with proper Personnel Policy, EEO practices and Union contracts.
  - Reviews and evaluates performance of subordinate employees.
  - Instructs subordinates on proper work procedures, safety rules and procedures, care and use of equipment.
  - Recommends hiring and disciplinary actions.
  - Defines and delegates authority and responsibilities to subordinates.
  - Oversees the administration of outside contract for janitorial service, space planning, architectural engineering and construction services.
2. Directs and coordinates the activities of the Building Maintenance Division.
  - Oversees the development of short and long range facility plans.
  - Directs the design of construction and/or remodeling of all building facilities.
  - Directs maintenance and utilities management programs.
  - Coordinates with all department heads or their designee's responsible for the operation of building facilities to provide quality services to the public.
  - Supervises the maintenance of grounds associated with City owed buildings.
3. Maintains effective working relationships with subordinates, other City staff, and the public.
  - Responds to questions and complaints from the public city staff.
  - Maintains open communication with subordinate employees.

4. Maintains proper records

5. Advises and makes recommendations

- Reviews policies, practices, procedures, and priorities of division making recommendations for changes and improvements.
- Recommends personnel actions concerning subordinates employees.
- Prepares division's annual budget and inventory.

6. Develops and implements comprehensive plans for accomplishment of division goals.

7. Other duties as assigned.

**Required Knowledge, Skills and Abilities:** Comprehensive knowledge of commercial and residential carpentry, painting, and masonry trades; considerable knowledge of plumbing and electrical trades; considerable knowledge of the methods, practices, tools and materials used in building maintenance and service; ability to develop and implement long and short range facility plans; skill in designing construction and remodeling projects; ability to establish and maintain effective working relationships with subordinate employees, city staff and the general public; ability to maintain necessary records and prepare reports; knowledge of maintenance requirements and of heating and air conditioning; ability to plan, schedule, assign and supervise the work of others.

**Acceptable Experience and Training:** High school diploma or equivalent, with a minimum of 5 years progressively responsible experience in facility maintenance programs plus three years related experience in supervisory/administrative work; or any combination of training and experience which provides the required knowledge, skills and abilities.

**Additional Qualifications**

Must have a valid driver's license.